

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

These instructions provide information pertaining to the application process and the application form. Please use the assessment section below for guidance on what the panel will assess and so what information will be required. All applicants should read the *Deakin University Strategic Research Centres Funding Guidelines 2016 – 2018*.

APPLICATION PROCESS

The application process consists of the following stages:

Mid July 2015 Release of Guidelines and requests for Application

11th September 2015 Applications due to Deakin Research

Mid September 2015 Assessment Panel Convenes to assess SRCs and recommendation provided to DVC(R). Recommendations may include recommendations of modifications to SRCs before approval or otherwise.

9th October 2015 Applicants are notified of outcomes along with 2016 baseline and performance funding

Please note that all applications must be signed off by the Faculty PVC, Associate Dean (Research) and applicable Head(s) of School before submission.

Applications will be assessed by a selection committee comprised of the following representatives:

- Deputy Vice-Chancellor (Research)
- Pro Vice-Chancellor (Research, Research Development and Training)
- 2 Faculty Pro-Vice Chancellors
- Director, Institute of Frontier Materials
- Director, Alfred Deakin Research Institute
- Pro Vice-Chancellor (International Partnerships)
- 1 to 2 external panel member/s – nominated by the DVC(R)

Full Applications will be assessed on the following criteria:

1. Proposed Research Program and Approach
2. Strategic Alignment
3. Capability of proposed group including leadership, mix of Early Career through Senior Researchers and proposed governance.
4. Ability to demonstrate that the grouping created will work collaboratively both within and outside of the SRC
5. The SRC has a clear research plan that sets them on a course to make a significant global impact in their discipline.
6. Existing SRCs will also be assessed against achievement against previous performance targets.

NB: A critical component of the Application is the list of prospective/confirmed members. To reduce the administrative burden of collecting and providing research output data, **Deakin Research will generate data from its research databases for any Deakin University staff member** nominated as a full member. The Assessment Panel will use the aggregated group data to determine the strength and quality of the application and the capability and leadership of the proposed membership.

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

APPLICATION FORMATTING REQUIREMENTS

The following formatting should be used:

Application Templates: do not alter page formats, margins, line and character spacing, or font type and sizes. The font for application is Arial size 10.

PDF: The Word template should be converted to pdf and not scanned.

Where signatures are required, electronic (jpeg or tiff) signatures may be inserted in the Word templates. Do **not** use the 'Sign & Certify' function in Adobe.

If electronic signatures are not available, the page may be printed, signed and scanned as a pdf, then inserted into the pdf template.

NB: Applicants are advised to retain a copy of their application

ACKNOWLEDGEMENT OF RECEIPT

Deakin Research will acknowledge receipt of all Full Applications by return email to the email address provided in the application. We will attempt to do this within two working days of receiving the document.

If you do not receive an Acknowledgement of Receipt for your Full Application within two working days, please send a "Request for Confirmation of Receipt of SRC Application [SRC Acronym] [your surname]" to chris.thompson@deakin.edu.au .

NOTES:

DEFINITION OF EARLY CAREER RESEARCHER

As a guide, Early Career Researchers (ECRs) are researchers who are within five years of the start of their research careers. This normally means that they have been awarded a PhD or equivalent research doctorate within five years, however where appropriate, significant career interruptions can result in an extension to this.

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

The application and its associated data will be assessed for its competitiveness and alignment against the key areas (listed below). Existing SRCs will also be assessed against their performance targets. All applicants will be advised of the outcome and/or whether modifications may be required before approval.

ASSESSMENT

1. Proposed Research Program and Approach:

Applications must contain a statement of the purpose, aims and objectives, innovation and significance of the proposed research plan.

The panel will consider:

- The program of research to be undertaken
- The goals of the proposed research program
- The innovative nature and significance of the proposed research program
- The feasibility of the aims of the research program and the including proposed milestones for achievement of objectives and delivery of outputs and outcomes

2. Strategic Alignment:

A statement of the alignment of the Centre's aims with Deakin University's strategic direction and identified research strengths and how the Centre will facilitate collaboration with faculties/Institutes and the broader University.

The panel will consider:

- The strategic importance of the SRC
- The proposed internal collaborations focussing on the integration of expertise and knowledge from across the University (ie. plans for integration with University staff outside of the proposed SRC)
- The potential opportunity for commercial research and knowledge transfer
- The proposal's alignment with the existing research activity and priorities of the University and the Faculty
- The alignment of staff members with Deakin's areas of research strength as identified under the Excellence in Research for Australia initiative FoR codes.

3. Capability of Proposed Group including leadership, mix of Early Career through Senior Researchers and proposed governance:

A statement regarding the leadership ability of the proposed Director and the Deputy Director / Co-Director as well as the other senior academics of the proposed Centre. Applications should detail the excellence of the proposed SRC membership and the potential to contribute to and develop areas of research strength as well as the proposed research plan. In addition, statements of how the SRC will contribute to the career development of its members and, specifically, early to mid-career researchers, are required together with a summary regarding the capacity of the SRC and its members to support and mentor HDR students.

The section further requires statements regarding the proposed governance of the SRC including reference to SRC executives, faculty/school links and advisory groups.

The panel will consider:

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

- Evidence of performance, expertise, capacity and suitability of the Director
- The ability of the proposed Director and the Deputy / Co-Director to lead, inspire and implement innovative research
- Evidence of succession planning within the SRC
- The Director's capacity for effective and efficient management and strategic planning
- The team's experience, expertise and capacity and the spread of academic expertise
- Evidence of performance expertise and capacity of senior researchers
- Evidence of solid career development strategies for early to mid-career researchers
- Evidence of strategies to support and mentor HDR students
- Evidence of an appropriate governance structure to support the development of the SRC
- The track record** of all Full Members of the SRC relative to opportunity and the potential to contribute to and develop areas of research strength

** Track records will be considered relative to opportunity and inclusion of ECRs with excellent potential is encouraged

4. Ability to demonstrate that the grouping created will work collaboratively both within and outside of the SRC

A key strategy of Deakin University is to increase its collaboration of with Industry, International collaborators, Schools and cross discipline (where applicable). The section requires statements as to the collaboration plans and mechanisms of the SRC.

The panel will consider:

- Evidence of industry engagement
- Evidence of a plan to increase Category 2-4 income
- Evidence of international collaboration
- Evidence of collaboration both within and outside of the SRC
- Identified areas of collaboration possible with the SRC
- How the proposed research will build collaboration and critical mass across the wider University

5. The SRC has a clear research plan that sets them on a course to make a significant global impact in their discipline.

The SRC programme will now be entering its 3rd iteration. During the first two programmes a number of SRCs have shown significant development whilst others have maintained existing performance. Performance of Research has dramatically improved and Deakin's research reputation on a global scale has also increased as evidenced by our improvements in global rankings.

This section requires statements regarding the research plan including "big plans/ideas" the SRC has to continue to develop a global reputation and impact in their discipline. This section requires SRCs to identify 5 "big ideas" that are measurable and actionable and to which the SRC themselves wish to report on and be assessed upon their future reports/performance.

The panel will consider:

- The excellence and significance of the proposed research program, its transformational nature and its alignment with existing research priorities and activity in the Faculty and the wider University

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

- The feasibility of the aims of the research program and the including proposed milestones for achievement of objectives and delivery of outputs and outcomes
- Whether the proposal demonstrates distinction and evidence of opportunity
- The capacity of the program to lead to the significant advancement of knowledge, expertise and and/or technologies and to expand the University's knowledge base and research capability

6. Existing SRCs will also be assessed against achievement against previous performance targets.

Existing SRCs will be asked to comment on past performance. Where performance may not have reached the performance targets set, the SRC will be asked to comment on past performance and indicate what will be put in place to assist the SRC to meet future targets. ***Deakin Research will provide previous performance against targets*** to the panel utilising data held on the research performance website.

INSTRUCTIONS TO APPLICANTS – SRC FUNDING 2016 - 2018

APPLICATION – DATA

Applicants must provide a list of proposed members categorized as either Full or Affiliate Members or Associate (in excel format)

Deakin Research will generate data based on the proposed **Full Member** membership list. Performance data will be based on audited figures for 2013 and 2014 and ERA 2015 data. Provisional YTD 2015 data will be generated from the research databases as they stand at 30 June 2015.

The data will include those metrics outlined in the SRC Guidelines 2016-2018.

APPLICATION PROCESS

1. Complete the Application form available from chris.thompson@deakin.edu.au
 2. Save as a pdf using the following naming convention
 3. [SRC Acronym] [SRC Director Surname] SRC Application 2016-2018
 4. Email the pdf to research-grants@deakin.edu.au by 10th September 2015 a. Include 'SRC Application 2016-2018 [SRC Acronym] [SRC Director Surname]' in the subject line including evidence of authorisation/endorsement.
 5. Deakin Research will generate relevant data for Deakin University Full Members
 6. Assessment Panel will assess all Applications
 7. Deakin Research will notify the outcomes of the assessment to applicants
- criteria:

FULL APPLICATION – ASSESSMENT

- 1. Proposed Research Program and Approach – 25%**
- 2. Strategic Alignment – 20%**
- 3. Capability of proposed group – 25%**
- 4. Evidence of Collaboration- 20%**
- 5. Previous Performance – 10%**